

SCHWEINFURT TO UNIT

Once the bus arrives to Schweinfurt, the bus will take you to Building 289 or room 103 for your initial welcome brief. You will be directed on where to put your bags depending on the weather. During your initial brief to Schweinfurt, Germany you will be given a couple information sheets to fill out. You will then be given you're A+2 in processing Schedule. After the initial in-briefing, soldiers and families will be released to their respective sponsors and then taken to the military guesthouse, Bradley Inn or a local hotel depending on availability.

IN-PROCESSING TRAINING CENTER

A+2 In-Processing Schedule (Rm 103)

0715 – ITC
0900 – Personnel
1400 – Tricare
1410 – Finance
0900-1600 – Walk-in Housing
0900-1600 – Walk-in IACS/ID Cards
ITC folder turn-in upon completion
Meet Chain of Command
Begin In-processing CO/TRP/BAT (see below)

On this day Soldiers must report with the following items and the additional copies:

1. 25 complete sets of orders and amendments
2. DA 31 Leave Form
3. Duty memo
4. All travel receipts
5. TA-50 (CIF) Records from prior unit
6. Medical records
7. Dental Records
8. Any other important documents needed (bonus paperwork, POV)

Additional copies for FINANCE include:

1. **6 copies** – all PCS orders and amendments
2. **5 copies** – Advance travel payment vouchers (i.e. payments received while TDY enroute, advance DLA, per diem or mileage)
3. **5 copies** – DA31 completed. You must ensure that blocks 14 & 16 are completed. If not completed, report to your Battalion S-1 to have the form reconstructed.
4. **5 copies** – Hometown Recruiter (signed by a LTC or above and the recruiting station commander.
5. **5 copies** – Lodging receipts for TLE
6. **5 copies** – All airline tickets, itinerary, or travelope (even if the government paid for them)
7. **6 copies** – POV shipping document (the one with a picture of a car on it)

Additional copies for FINANCE TDY Enroute

1. **8 copies** – all PCS orders with amendments and endorsements
2. **8 copies** – All 1610s for all TDY assignments
3. **7 copies** – Advance travel payment vouchers (i.e. payments received while TDY enroute, advance DLA, per diem or mileage)
4. **7 copies** – DA31 completed. You must ensure that blocks 14 & 16 are completed. If not completed, report to your Battalion S-1 to have the form reconstructed.
5. **7 copies** – All airline tickets, itinerary, or travel envelope (even if the government paid for them)
6. **7 copies** – Lodging receipts for TDY location
7. **7 copies** – Lodging receipts for TLE claims at prior duty station.
8. **6 copies** – POV shipping document (the one with a picture of a car on it)

*****NOTE*****

Soldiers attending the A+2 briefing without the required documentation will be dismissed and required to attend another briefing at a later date.

The Schedule below is an example of everything Schweinfurt in-processing soldiers will have to go through. Not including the 4 days of the German Headstart program, soldiers can expect 7 full days of in-processing spread out over the course of anywhere from 2-4 weeks. You will receive the actual dates for each of the days blocked below during you're A+2 in-processing day.

SCHWEINFURT IN-PROCESSING TRAINING CENTER
Training Schedule

DATE/TIME	SUBJECT	PERSONNEL	LOCATION	UNIFORM	AGENCY
MONDAY					
0900-1000	Alcohol/drug abuse	ALL	BLDG 289	DUTY	CCC
1000-1015	AFTB	ALL	BLDG 289	DUTY	ACS
1015-1100	Legal	ALL	BLDG 289	DUTY	Legal
1100-1130	CHAPLAIN	ALL	BLDG 289	DUTY	CHAPEL
1130-1300	LUNCH	ALL	BLDG 289	DUTY	
1300-1430	EO/SH/SM	ALL	BLDG 289	DUTY	EO
1430-1500	Sort/Environmental	ALL	BLDG 289	DUTY	DPW
1500-1530	ACS	ALL	BLDG 289	DUTY	ACS
1530-1545	Andrews	ALL	BLDG 289	DUTY	Andrews
1545-1630	Self Care / HIV	ALL	BLDG 289	DUTY	USAHC
TUESDAY					
0900-1200	Medical Screening	ALL	BLDG 289	DUTY	USAHC
1200-1245	LUNCH	ALL	BLDG 289	DUTY	
1245-1500	Dental	ALL	BLDG 289	DUTY	USADC

WEDNESDAY

0900-1045	Anti-terrorism	ALL	BLDG 289	DUTY	Cmty S2/S3
1045-1130	tricare	ALL	BLDG 289	DUTY	USAHC
1130-1300	LUNCH	ALL	BLDG 289	DUTY	
1300-1330	Inspector General	ALL	BLDG 289	DUTY	IG
1330-1400	Domestic Violence	ALL	BLDG 289	DUTY	ACS
1400-1430	NEO	ALL	BLDG 289	DUTY	Cmty NEO
1430-1500	Operations brief	ALL	BLDG 289	DUTY	Cmty S2/S3
1500-1515	Community Bank	ALL	BLDG 289	DUTY	Com Bank
1515-1600	Mental Health	ALL	BLDG 289	DUTY	USAHC
1600-1645	SAA+P	ALL	BLDG 289	DUTY	USAHC

THURSDAY

0830-1200	Drivers Training	ALL	BLDG 267	DUTY	DTA
1200-1300	LUNCH	ALL		DUTY	
1300-1600	Drivers Testing	ALL	BLDG 267	DUTY	DTA

FRIDAY

0900-1000	Cmty. CDR/CSM	ALL	BLDG 289	DUTY	Cmty. CSM
1000-1145	Safety	ALL	BLDG 289	DUTY	Safety
1200-1300	LUNCH	ALL	BLDG 289	DUTY	
1300-1400	Fire Dept.	ALL	BLDG 289	DUTY	Fire Dept.
1400-1500	SAEDA/OPSEC	ALL	BLDG 289	DUTY	527 MI
1500-1515	Education brief	ALL	BLDG 289	DUTY	Ed. Center
1515-1530	Red Cross	ALL	BLDG 289	DUTY	ARC
1530-1545	CID	ALL	BLDG 289	DUTY	CID
1545-1600	Customs	ALL	BLDG 289	DUTY	Customs
1600-1645	SNAP/PMO	ALL	BLDG 289	DUTY	PMO

FRIDAY

0900-1600	Financial Management	ALL	BLDG 230	DUTY	ACS
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WEDNESDAY

0915-1100	MWR/Survey	ALL	BLDG 224	DUTY	MWR
1100-1230	LUNCH	ALL		DUTY	
1230-Completion	CIF	ALL	BLDG 7	DUTY	CIF

**GERMAN
HEADSTART**

Monday	0900-1700	ALL	BLDG 242	DUTY	ED. Center
Tuesday	0900-1700	ALL	BLDG 242	DUTY	ED. Center
Wednesday	0900-1700	ALL	BLDG 242	DUTY	ED. Center
Thursday	0900-1700	ALL	BLDG 242	DUTY	ED. Center

IN-PROCESSING UNIT

Unit in-processing should be done when the soldier is not in-processing through the Schweinfurt training center as shown in the schedules above.

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|---|--------------------|
| 1. Complete DA31 | BN/SQD S-1 |
| 2. Establish CIS Record | BN/SQD S-1 |
| 3. Prepare Duty Memo | BN/SQD S-1 or Unit |
| 4. Issue Meal Card (If needed) | BN/SQD S-1 |
| 5. Issue Ration Card | BN/SQD S-1 |
| 6. In-process mailroom | CMR or Unit |
| 7. Complete in-processing unit | CO/TRP/BAT |
| a. Training NCO | |
| b. NEO/FRL | |
| c. Supply room (unit patches, crest, sewing memo) | |
| 8. Arms room | CO/TRP/BAT |
| 9. NBC room | CO/TRP/BAT |

HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE

CONN Barracks, BLDG 54, Room 210, DSN: 353-8746/8930

FAX: 353-8672

Commercial: 09721-96-8746/8930

- Bring complete orders and personal property shipping documents upon your visit, if shipment was made.
- In case personal property is still at origin (private residence/storage or in storage/pending shipment to overseas area), they will prepare application for release, if desired. The following documentation must be provided:
 - 6 copies of complete chain of orders to this command
 - 6 copies dependent travel orders (if concurrent travel was disapproved)
 - Storage inventory (of household goods were placed in storage)

PRIVATELY OWNED VEHICLES (POV)

Information on POV status can be found on the following website: www.whereismypov.com.

Required to Enter: Last name and job order number located on the 6th row of your DD form 788.

Shipment of POV after 90 days after effective date of PCS orders must be requested through transportation office. Please call for additional information. DSN 353-8746/8930